

What is changing for current AKPAY Users?

With the implementation of IRIS HRM in January 2017, human resources and payroll staff, and department timekeepers will see changes in how they do their work. This document contains a list of key changes to expect with IRIS HRM along with what will remain the same for current AKPAY users.

What is changing:

- The statewide payroll system (AKPAY) for processing employee related transactions is being replaced with IRIS HRM, a web-based human resource management system.
- HR & Payroll staff will record HR and payroll activities in the new system – IRIS HRM, starting on **January 17, 2017**.
- In IRIS HRM, completion of a pre-hire through a New Employee (NEMP) document activates the employee's ESS access and generates a trigger for the creation of an email account.
- A Group or Individual Leave Transmittal form documenting the use of leave (or lack thereof) must be completed for overtime ineligible employees.
- Flex and Compensatory time accrued will be entered by Payroll on a LEAV document opposed to being entered in the employee's time document (TIMEI, TADJ, TADI, TIMEG).
- Standby for employees in the Supervisory Bargaining Unit will be entered as 7:30 (or 8:00) opposed to 1.
- Sea Duty (Events Codes 110 or 111) and Sea Duty RDO (Event Code 112 – new) will be entered as 1 per day.
- In IRIS HRM accounting changes will be processed directly by authorized departmental staff, eliminating the need to complete a PARF.
- Configuration tables in IRIS HRM provide edits to reduce data entry errors.
- IRIS HRM provides auto-calculation and tracking of the cash value of leave process.

What is NOT changing:

- AKPAY will be available (read only access) to retrieve historical information until a suitable solution has been determined for storing and accessing AKPAY data.
- Most earnings (event) and deduction codes will remain the same, or very similar. Event codes have been expanded to allow for more granularity (For example 165SK for Personal Leave for sick purposes, and travel is broken out into 100TR- Travel Regular, 251TR Travel Overtime, and 250TR – Travel Add ST).
- Payroll policies and procedures will remain essentially the same, with some exceptions.
- Overtime ineligible employees may continue to report actual hours worked.

- ALDER will continue to be the primary reporting tool and will integrate with IRIS HRM. At Go Live, there will be canned reports for departmental staff to use. Post Go Live, ALDER courses will be offered for report developers by the Divisions of Finance and Personnel & Labor Relations.

What resources are available?

- All IRIS course manuals, reference guides, and video tutorials are accessible to all state employees at: <http://doa.alaska.gov/dof/iris/refer.html>
- Updated Payroll Schedules and Calendars are posted on the DOF Payroll website: <http://doa.alaska.gov/dof/payroll/calendars.html>
- IRIS Help Desk will begin taking IRIS HRM questions beginning January 17th - Phone: 907.465.5555/
Email: IRIS.Project@alaska.gov
- The Employee Call Center may be contacted regarding Employee Self Service (ESS) questions. Phone: 907.465.3009/ Email: EmployeeCallCenter@alaska.gov